

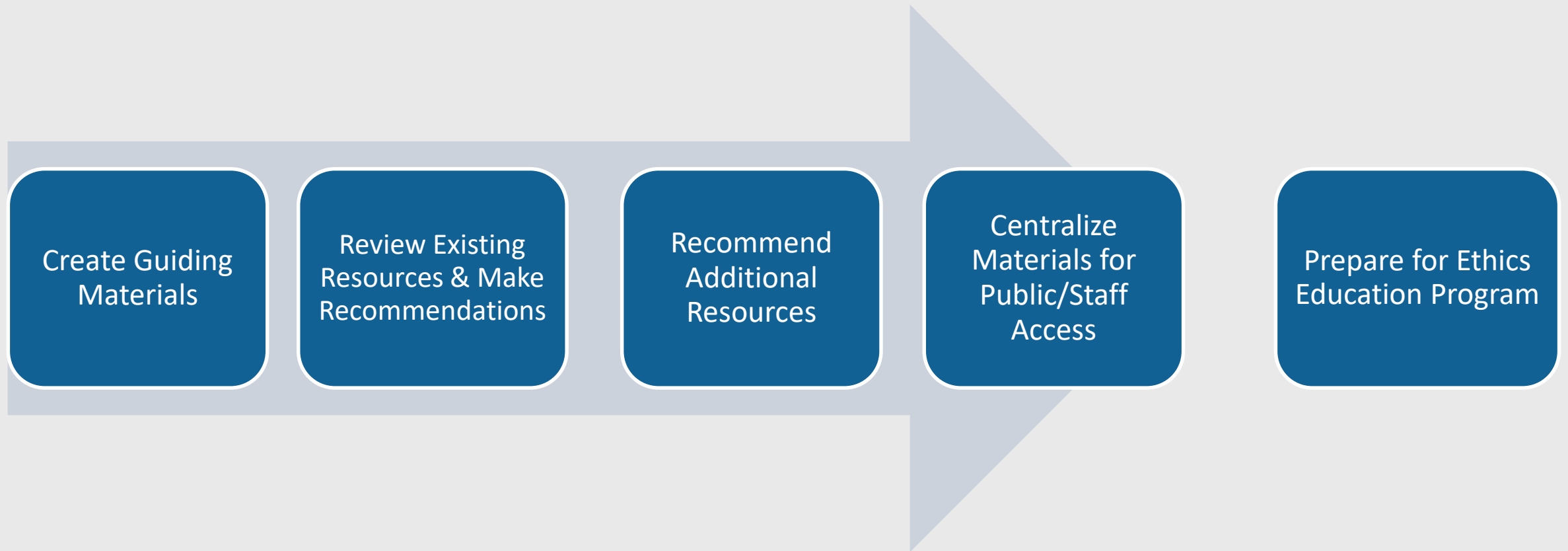


City of Long Beach Ethics Commission

Action Plan Deliverables Timeline and Communications Process

June 9, 2021

Ethics Program Fundamentals – 4 Steps



Step 1: Create Guiding Materials

Deliverables

- ✓ Values Statement, 2.3 (Completed)
- ✓ Commission Mission (Completed)
- ✓ Action Plan (Completed)
- 🔄 Code of Conduct, 2.3 (10-12 months)
- ❑ Define Ethics, Standard 4 (8-10 months)
- ❑ Establish workflow

Companion Presentations

- City Policymaking process
 - City Manager
- Defining Ethics – Survey Cities Findings
 - City Manager

Step 2: Review Existing Resources & Make Recommendations

Deliverables

- ❑ Review Ethics Guide for Officials and Employees, 2.4 (7-8 months)
- ❑ Review Authorities, Boards, Commissions, and Committee Handbook, 2.4 (7-8 months)
- ❑ Review Campaign Ethics Guide, 2.4 (7-8 months)
- ❑ Candidate Handbook, 2.4 (7-8 months)

Companion Presentations

- Ethics Guide
 - City Attorney
- Commission Handbook
 - City Clerk
- Campaign Ethics Guide
 - City Clerk
- Candidate Handbook
 - City Clerk

Step 3: Recommend Additional Resources

Deliverables

- ☐ Supplier's Code, 2.6 (10-12 months)
- ☐ Anti-Retaliation, 2.7 (10-12 months)
- ☐ Conflict of Interest, 2.9 (10-12 months)
- ☐ Immediate Family Disclosure, 2.10 (10-12 months)
- ☐ Communicate clear Reporting Paths, 4.1 (5-6 months)

Companion Presentations

- Staff Required/Recurring Policy Acknowledgments
 - Human Resources
- Vendor and Contracting
 - Financial Management
- Anti-Retaliation and Immediate Family Disclosure
 - Human Resources
- Reporting Paths
 - Various Departments

Step 4: Public and Staff Access

Deliverables

- ❑ Review and recommend changes/design to webpage, 2.2 (6-7 months)
- ❑ Review and recommend changes/design to intranet, 2.1 (6-7 months)

Companion Presentations

- Web design and features - Survey Cities Findings
 - City Manager, City Clerk
- Intranet platform overview
 - City Manager, Technology and Innovation

Ethics Program Fundamentals – 4 Steps Summary

Create Guiding Principles

- ☐ Define Ethics
- ☐ Establishing Workflow
- ☒ Code of Conduct (2.3)
- ☒ Action Plan
- ☒ Values Statement (1.3)
- ☒ Commission Mission Statement

Review Existing Resources & Make Recommendations

- ☐ Ethics Guide (2.4)
- ☐ Commission Handbook
- ☐ Campaign Ethics Guide

Recommend Additional Resources

- ☐ Supplier's Code (2.6)
- ☐ Anti-Retaliation (2.7)
- ☐ Conflict of Interest (2.9)
- ☐ Immediate Family Disclosure (2.10)
- ☐ Clear Reporting Paths (4.1)

Centralize Materials for Public/Staff Access

- ☐ Resources Webpage (2.2)
- ☐ Intranet/Staff Access (2.1)

Prepare for Ethics Education Program

- Training Program (3.2)
- Implement Code and Guide (2.5)
- Staff/Electeds Outreach Plan (3.4)
- Public Outreach Plan (3.5)
- Annual Compliance (5.3)

2-Step Process to Request Information



A 2-Step Process

Step 1:

- a) Item is brought forward to the full Commission requesting information or presentations on a specific topic or issue
- b) Full Commission discusses request at Commission meeting
- c) Motion for staff to calendar request, if approved
 - Establish a response by date in coordination with staff
 - Staff may follow up with Commissioner for clarity of scope

Step 2:

- a) Staff brings back item for Commission consideration/discussion and further discussion and/or policy direction, if needed

Thank you

